

**PROVISION OF CATERING SERVICES FOR THE AGENCY FOR THE
COOPERATION OF ENERGY REGULATORS**

Framework Contract

TENDER SPECIFICATIONS

OPEN CALL FOR TENDERS

ACER/OP/ADMIN/04/2014

1. Title of the invitation to tender

Provision of catering services for the Agency for the Cooperation of Energy Regulators, tender no. ACER/OP/ADMIN/04/2014.

This tender is not divided into lots.

2. Background information

The Agency for the Cooperation of Energy Regulators (hereinafter referred to as “the Agency” or as “the Contracting Authority”) is a European Union (“EU”) body, legally established in 2009 by Regulation (EC) No 713/2009¹ and operational since 2010. Based in Ljubljana (Slovenia), the Agency is central to the liberalisation of the EU's electricity and natural gas markets.

The objective of the Agency is to assist National Regulatory Authorities (hereinafter referred to as “NRAs”) in exercising, at the European Union level, the regulatory tasks that they perform in the Member States and, where necessary, to coordinate their action. In this respect the Agency (a) complements and coordinates the work of NRAs; (b) participates in the creation of European network rules; (c) takes, under certain conditions, binding individual decisions on terms and conditions for access and operational security for cross border infrastructure; (d) gives advice on electricity- and natural gas-related issues to the European institutions and (e) monitors the internal markets in electricity and natural gas and report on its findings.

The main areas on which the Agency's activities focus are:

- supporting European market integration: this is mainly done through the development of common network and market rules as well as through the coordination of regional initiatives which are concrete efforts from market participants to work towards greater integration;
- advising the EU institutions on trans-European Energy infrastructure issues: the Agency issues opinions on ten-year network development plans with a view to making sure that these are in line with priorities set at EU level;
- energy market monitoring: the Agency has a general mission in terms of market monitoring at the EU level and has, since the end of 2011, a very specific responsibility when it comes to oversight of the wholesale energy trading.

3. Subject of the contract

The subject of the Framework Contract (hereinafter referred to as “FWC”) is the provision of catering services, using first class products, needed at various meetings, workshops, presentations, events which are organised by the Agency.

4. Services to be delivered

Services to be provided to the Agency will in most cases take place in Ljubljana, but may be requested also for other locations in Slovenia.

¹ Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 establishing the Agency for the Cooperation of Energy Regulators, OJ L 211/1, 14.8.2009.

The Contractor may be asked to provide catering services either during a limited period of time (with a waiter attending) or for a longer period of time in the form of self-service (trolley buffet).

These services, as further described below, are non-exhaustive and represent only a minimum requirement to be provided by the Contractor.

The tenderer is therefore required to include in the offer other options for catering both in terms of content and quality, in addition to the minimum requirement set below.

4.1 Coffee Breaks

- Internal meeting coffee breaks shall include coffee and tea with sugar and milk, bottles of water, accompanied by cups, glasses and cutlery. These coffee breaks shall be delivered to the Agency premises.
- Coffee breaks shall include coffee and tea with sugar and milk, fruit juices, biscuits, and bottles of water, accompanied by cups, glasses and cutlery, with/without a waiter attending the coffee break. These coffee breaks shall be delivered to the Agency premises or to a specific venue.

4.2 Breakfasts

- Breakfasts shall include coffee and tea with sugar and milk, fresh fruit juices, biscuits, bottles of water, pastry/croissants, fresh fruit, accompanied by cups, glasses and cutlery, with a waiter attending the breakfast. These breakfasts shall be delivered to the Agency premises or to a specific venue.

4.3 Lunches

- Sandwich lunches shall include a variety of sandwiches on several types of bread (estimated 3 sandwiches per person), variety of finger food, snacks, desserts, coffee and tea with sugar and milk, fruit juices, bottles of water, accompanied by cups, glasses and cutlery. These sandwich lunches shall be delivered to the Agency premises or to a specific venue.
- Buffet lunches shall include 2 hot options, normally one meat and one fish, cold cuts, cheeses, fruits and desserts, different types of bread, coffee and tea with sugar and milk, fruit juices, bottles of water, accompanied by cups, glasses and cutlery, with a waiter attending the buffet lunch. These buffet lunches shall be delivered to the Agency premises or to a specific venue.

4.4 Cocktails

- Cocktails shall include sparkling wine, white and red wine, beer, soft drinks, juices, water, salted nuts and crisps, finger food, canapés, cold cuts, cheeses, fresh fruit. The cocktails shall be delivered to the Agency premises or to a specific venue, with a waiter attending the event. The variety of food menu might change within the price range, when needed.

4.5 Water bottles for meetings

- Small (0.5 l) still/sparkling water bottles (1 bottle per person) accompanied by glasses, delivered to the Agency's premises or to a specific venue.

4.6 Additional requirements for the services provided

- The selected contractor (hereinafter referred to as “the Contractor”) shall ensure that menus always include vegetarian/vegan options, as well as a variety of food appropriate for dietary restrictions - intolerance/allergy-based and/or religious-based – which the Agency will specify in advance of each event. The Contractor shall ensure that such food, if provided, is handled in a way to prevent any cross-contamination.
- The Contractor shall provide all equipment needed for catering, namely thermoses for coffee and hot water, tables in appropriate size and sufficient quantity for specific event, table cloths, etc.
- The Contractor shall provide cutlery, napkins, cups, glasses and any other necessary item per person.
- The Contractor shall meet all applicable requirements, imposed by the national law and relevant regulations, related to the provision of catering services.
- The Contractor shall be responsible for making the appropriate insurance arrangements for its staff.
- The Contractor will assume responsibility for contracted staff behaviour and performance.
- The Contractor shall meet with the Agency's security officer in order to provide all necessary information regarding the registration of serving staff that will circulate in the Agency's premises and in order to provide the Contractor with all the necessary security rules implemented at the Agency's premises.

4.7 Organisation of work

For the execution of this Contract, the Contractor shall appoint the project manager, responsible for receiving orders and organising catering services.

The Agency shall also assign the project manager who shall have a contact with the Contractor's project manager. The communication between the Contractor and the Agency will take place mainly via e-mail and phone.

The Contractor shall ensure a backup in case of long-term unavailability of the project manager.

5. Participation in the call for tender

Participation in the Agency's procurement procedure is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens.

Pursuant to Article 119 of the Financial Regulation², the participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. The Agency can therefore accept offers from and sign contracts with tenderers from 35 countries, namely: the 28 EU Member States, 3 European Economic Area (EEA) Countries (Lichtenstein, Norway, Iceland) and 4 Stabilisation and Associations Agreements

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>

(SAA) Countries (the Former Yugoslav Republic of Macedonia, Albania, Montenegro and Serbia). The Agency's procurement procedures are not open to tenderers from countries covered by the Agreement on Government Procurement (GPA).

6. Variants

No variants are permitted.

7. Duration and size of the contract

The initial duration of the FWC shall be one (1) year as from the date of the signature and may be renewed up to three (3) times, each time for an additional period of one (1) year. The total duration of the FWC shall not exceed four (4) years. The Agency reserves the right to cancel the FWC with the Contractor whose services are deemed to be of insufficient quality.

The total maximum value of the services for the whole duration of the FWC (up to four (4) years) is 240,000.00 EUR, excluding VAT.

The estimated date for signature of the FWC is August 2014.

8. Documents available to the tenderer

- Contract notice published in the Official Journal of the European Union (OJ EU) S96 on 20.05.2014.
- Call for Tender documents and annexes.
- Other documents, as mentioned in these tender specifications.

9. Contractual framework

The services described above will be a subject of a FWC. The FWC will lay down the legal, financial, administrative and technical conditions applicable throughout its period of validity, including price indexation. The draft FWC is attached in Annex III to the invitation to tender.

Signature of the FWC does not commit the Agency to placing orders and does not give the Contractor any exclusive rights regarding the services covered by the FWC. In any case, the Agency reserves the right, at any time during the validity of the FWC, to cease placing orders, without the Contractor having the right to any compensation.

8.1 Modus operandi

The Agency will send a completed order form to the Contractor at least five (5) days in advance of scheduled caterings, although the Contractor is expected to be able to respond to short notice requirements from time to time.

Within two (2) working days of a request for services being sent by the Agency to the Contractor in the form of an order, the Agency shall receive an order form back, duly signed and dated.

Within two (2) working days after receiving the order form from the Contractor the Agency shall send the order form back to the Contractor, duly signed and dated.

The Contractor is expected to respond to short notice requirements for internal meetings and to ensure the appropriate quantity of drinks/foods/snacks in cases of last minute change in the number of participants.

The Contractor will not charge a cancellation fee in case the catering reservation is cancelled two (2) working days before the event.

8.2 Subcontracting

If the tenderer intends to either subcontract a part of the work or realise the work in co-operation with other partners he/she shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor and/or partner. The lead tenderer (contractor) remains solely liable for proper performance of the Contract.

Subcontracting during the performance of the Contract is permitted only with the prior written consent of the Agency. The Contractor remains solely liable for proper performance of the Contract.

10. Contractors' obligations

Employment law applicable to transfers of undertakings:

Tenderers are reminded that their bid must be established in conformity with the applicable national and European employment legislation regarding the transfer of undertakings, and specifically Directive 2001/23/EC³ and its national implementing measures. In particular, tenderers should take note of the provisions on safeguarding employees' rights in the event of a change of employer as a result of a legal transfer.

11. Place of performance and working hours

11.1 Place of work

The principal place of performance of the services shall be at the Contractor's premises, whereas the services shall be delivered to the Agency's premises in Ljubljana or at any other location in Slovenia designated by the Agency.

11.2 Meetings

The Contractor shall participate in at least two (2) co-ordination meetings per year.

All meetings shall be at the Agency's premises in Ljubljana (Slovenia).

The first meeting should take place within fourteen (14) calendar days after the signature of the Contract.

The purpose of the meetings shall be also to evaluate the quality and implementation of the provided catering services.

³ Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, businesses or part of undertakings or businesses, OJ L 82 of 22.03.2001, p. 16.

11.3 Working hours

The standard service hours shall be from 8.00 a.m. to 5.00 p.m., however, *when necessary*, a service might be requested outside these working hours.

12. Language

Working language of the Agency is English. All communication, all the required services and all documentation must be provided in English. All meetings shall be held in English.

13. Payment methods

The services will be invoiced on the basis of the services provided on a monthly basis against invoice.

At the beginning of each event the Contractor shall submit a delivery slip in order to be signed by the Agency's contact person, indicated on the relevant order form. Delivery slip shall indicate all the services delivered with the respective prices per each unit.

Payment will be made exclusive of VAT, as the Agency is exempt from all duties and taxes, including value added tax (VAT) under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union. Invoices presented by the Contractor must specify the amount(s) exclusive of VAT.

14. Prices

- The price should be quoted in Euros.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union and Article 7 of the Seat Agreement between the Government of the Republic of Slovenia and the Agency for the Cooperation of Energy Regulators (Official Journal of the Republic of Slovenia no. 109/2010 dated 30.12.2010), the Agency is exempt from all duties and taxes, including value added tax (VAT). VAT should be indicated separately and will not be taken into account when considering prices.
- The unit prices quoted must be firm and not subject to revision for the first year of the Contract.

From the beginning of the second year prices may be revised upwards or downwards according to the harmonised indices of consumer prices (HICP) for Slovenia (MUICP index) and the method laid down in the Contract.

- The prices quoted shall be all inclusive and shall include all services as described in these tender specifications and its annexes, including any administrative and/or subsistence expenses and/or other costs as indicated.

IMPORTANT: Please note that the costs for all services needed for the catering (i.e. waiter(s), tables, cloths, cutlery, thermoses, etc.) shall be included in each price per unit.

- No expenses incurred within the framework of the preparation of the offer will be reimbursed.

15. Submission of tenders

The tenderer's offer should include:

- A. **A dated cover letter signed by the tenderer.**
- B. **Duly completed reference table** related to the exclusion and selection criteria (see Annex A of these tender specifications).
- C. **Duly signed and dated declaration of honour on exclusion criteria and absence of conflict of interest** listed in Section 16 of these tender specifications (form provided in Annex C to these tender specifications) fully completed.
- D. All the **documents relating to the selection criteria** listed in Section 17 of tender specifications.
- E. **The financial offer** based on the model in Annex II to the invitation to tender, signed and dated by the tenderer.

Tenders may be drafted in any of the official languages of the European Union.

The working language of the Agency is English.

16. Exclusion criteria

Tenderers must prove that they are not in one of the situations giving rise to exclusion as described below, by providing the following information, evidence and documents with their bid.

16.1 Exclusion from participation

Tenderers shall be excluded from participation in this procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify including by decisions of the European Investment Bank and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Contracting Authority, or with those of the country where the Contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the European Union's financial interests;
- f) they are a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach..

Evidence

1. Tenderers shall provide a declaration on their honour, **duly signed and dated**, stating that they are not in one of the situations referred to above, using the form provided in Annex C to these tender specifications.
2. The tenderers to whom it is proposed to award the Contract shall furnish, within a time-limit specified by the Contracting Authority and prior to the signature of the Contract, the following evidence in support of their declarations:

The Contracting Authority will accept as satisfactory evidence that the tenderer is not in one of the situations described in points (a), (b) and (e) above, a recent extract from the judicial record (issued less than 90 days prior to the deadline for the submission of the tender) or, failing this, a recent equivalent document (issued less than 90 days prior to the deadline for the submission of the tender), issued by a judicial or administrative authority in the country of origin or provenance, showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer. The Contracting Authority will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point (d) above, a recent certificate (i.e. less than 90 days old on the date of the deadline for the submission of the tender) issued by the competent authority of the state concerned. The document must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

Where no document or certificate of the type referred to in the paragraph above is issued in the country concerned, and for the other cases of exclusion referred to in points (c) and (f), it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in the country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the Contracting Authority.

3. The Agency reserves the right to check the information provided by tenderers.

16.2 Exclusion from award of contracts

The Contract will not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interests.

The Agency must ensure that, on the date on which the tender is submitted, no tenderer is subject to a conflict of interests; such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family, emotional life, or any other shared interest.

The Agency reserves the right to judge whether such a conflict of interests exists.

Tenderers are asked to declare:

- that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- that they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, or has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the contract;
- that they will inform the contracting authority without delay of any situation considered a conflict of interests or which could give rise to a conflict of interests.

(b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition for participation in the procurement procedure, or fail to supply this information.

Evidence:

Tenderers shall provide a declaration on their honour, **duly signed and dated**, stating that they are not in one of the situations referred to above, using the form provided in Annex C to these tender specifications.

The Agency reserves the right to check the information provided by tenderers.

16.3 Tenders submitted by consortia or groups of service providers – tenders involving subcontracting:

In the case of tenders submitted by consortia or groups of service providers, each of the economic operators involved in the tender must provide a dated and signed declaration on honour, based on the model provided in Annex C to these tender specifications, confirming that none of the exclusion criteria for participation in or award of the contract apply to them.

The tenderers proposed for award of the FWC must furnish, within the time-limit specified by the awarding authority and prior to the signature of the FWC, the evidence listed above, corroborating the declaration on their honour, in respect of each economic operator forming part of their consortium or group of service providers.

In the case of tenders involving subcontracting, the tenderer proposed for award of the Contract must furnish, within the time-limit specified by the Contracting Authority and prior to the signature of the Contract, the declaration on their honour and/or the evidence listed above regarding exclusion criteria for participation in or award of the Contract, in respect of each of the subcontractors in respect of whom the Agency requests such evidence.

The Agency reserves the right to check the information provided by tenderers.

17. Selection criteria

Tenderers must demonstrate that they have the necessary economic, financial, technical and professional capacity to perform the tasks described in these tender specifications in accordance with the payment schedule specified in the draft Contract in Annex III to the invitation to tender.

Where the tender is submitted by a consortium or group of service-providers, the economic and financial capacity must be ascertained at the level of each economic operator forming part of the consortium or group. Technical and professional capacity may be ascertained at consortium or group level, or at the level of each member of the consortium or group.

Where the tender is submitted by a tenderer who intends to subcontract part of the tasks or entrust them to another economic operator, the subcontractors or economic operators involved must demonstrate upon the request of the Agency that they have the requisite economic, financial, technical and professional capacity.

An economic operator may, if necessary and for a particular catering order, rely on the capacities of other entities, regardless of the legal nature of the links he/she has with them. He/she must in this case prove to the awarding authority that he/she will have at its disposal the resources necessary for performance of the Contract, for example by producing an undertaking on the part of those entities to place those resources at his/her disposal.

To be eligible, the tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

17.1 Professional capacity

- Duly completed and signed identification form (see Annex B to these tender specifications);
- Duly completed and signed financial identification form (see Annex D to these tender specifications) – the form can be downloaded from:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
- Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established;
- Duly completed and signed legal entity form (see Annex E to these tender specifications) – the form can be downloaded from:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

17.2 Financial and economic capacity

Evidence of financial and economic capacity must be provided by means of the following documents:

- A statement of the overall turnover concerning the services covered by the FWC during the last two (2) financial years.

In case of a consortium, audited accounts for each consortium partner.

17.3 Technical and professional capacity

Proof of the technical and professional capacity of the tenderers shall be furnished by the following documents and minimum requirements:

- List of previous contracts in the relevant field with detailed description of services provided, value of the contract(s) and customers.
- Evidence that the tenderer has provided the services as requested in this tender for a total amount of at least **EUR 80,000.00** in 2012 and 2013 combined.
- The curriculum vitae of the proposed project manager who will be responsible for receiving orders and coordinating the work. The proposed project manager shall have at least two (2) years relevant experience in the field of the contract, i.e. managing and coordinating catering services, and shall have very good knowledge of English language.
- **Detailed price list of drinks and food/snacks offered** which shall include the full menu of drinks and food which is generally offered by the tenderer. The list shall include prices per unit and a sample photo for each food/snacks offered (i.e. various snacks, sandwiches, finger food, etc.).

17.4 For those tenders including subcontracting, the tenderer must submit:

- A **duly signed and dated** declaration stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he/she intends to apply on the tasks to be carried out by (each of) the subcontractor(s).
- A **duly signed and dated** letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the Contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the Contract.
- In the absence of this, a **duly signed and dated** declaration stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable.

Offers involving subcontracting will be assessed as follows:

- Where the amount of subcontracting exceeds or equals 20% of the contract, the exclusion criteria will be assessed in relation to all proposed subcontractors. The declaration of honour on exclusion criteria and absence of conflict of interest included in Annex C, **duly signed and dated**, stating that the subcontractor is not in one of the exclusion situations, must be provided by each proposed subcontractor.
- Where the tenderer relies on the economic, financial, technical and professional capacity of the subcontractor(s) to meet the selection criteria, subcontractors shall be treated as if they were partners in a consortium or a group of companies for the purposes of the evaluation of the selection criteria, and therefore, they shall provide proof of economic, financial, technical and professional capacity as well.

17.5 For tenders submitted by a consortium or grouping of service providers, the tender must contain:

- A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the Contract;
- A letter **dated and signed** by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;
- A document **dated and signed** by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer.

Joint tenders will be assessed as follows:

- The exclusion criteria will be assessed in relation to each company individually. The declaration of honour on exclusion criteria and absence of conflict of interest included in Annex C, duly signed and dated, stating that the tenderer is not in one of the exclusion situations, must be provided by each member of the consortium or the group.
- The selection criteria for economic and financial capacity will be assessed in relation to each company individually. However, economic and financial criteria that shall be achieved above a certain minimum threshold (i.e. average annual turnover) will be assessed in relation to the consortium or group of companies as a whole.
- The selection criteria for technical and professional capacity will be assessed in relation to the consortium or group of companies as a whole.

Tenders which do not meet the exclusion and/or selection criteria will not be considered.

Tenderers who do not provide the documents required in these tender specifications with regard to the exclusion and/or selection criteria may be excluded. The Agency will decide whether the substantiating documents provided constitute compliance with the exclusion and/or selection criteria

18. Award criteria

The sole criterion for the award of the FWC is the price.

In order to evaluate the tenders, the Agency will calculate a total reference price, based on the financial offer submitted by the tenderer in Annex II to the invitation to tender. The total reference price has no contractual value and will be used solely for the purpose of the evaluation.

IMPORTANT: The prices stated in the financial offer (Annex II to the invitation to tender) should include all the services (i.e. waiter(s), tables, cloths, cutlery, thermoses, etc.) needed for catering.

In addition, **the tenderer(s) shall attach their own detailed price list**, including **all** the services they provide with the respective prices per unit. However, the tenderer's detailed price list shall not replace financial offer (Annex II to the invitation to tender), only to complete it. Moreover, the prices in the tenderer's price list shall also include all necessary services (i.e. waiter(s), tables, cloths, cutlery, thermoses, etc.) needed for catering.

FORMULA FOR CALCULATING the total reference price:

	SERVICES	ALL INCLUSIVE PRICE in EUR	UNIT	QUANTITY	MULTIPLIER COEFFICIENT	VALUE
A	B	C	D	E	F	$G = C * E * F$
1.	Internal meeting coffee break for 15 persons		price per person	15	* 20	
2.	Coffee break for 20 persons		price per person	20	* 40	
3.	Coffee break for 60 persons		price per person	60	* 40	
4.	Breakfast for 20 persons		price per person	20	* 10	
5.	Breakfast for 60 persons		price per person	60	* 10	
6.	Sandwich lunch for 20 persons		price per person	20	* 30	
7.	Sandwich lunch for 60 persons		price per person	60	* 30	
8.	Buffet lunch for 20 persons		price per person	20	* 30	
9.	Buffet lunch for 60 persons		price per person	60	* 30	
10.	Cocktail for 60 persons		price per person	60	*5	
11.	Water bottles (still) for meetings for 60 persons		price per bottle	60	* 60	
TOTAL REFERENCE PRICE = VALUES 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11						

The tenderer with the lowest total reference price will be awarded the FWC.